



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION

NEW JERSEY PUBLIC BROADCASTING AUTHORITY
P.O. BOX 777
TRENTON, NJ 08625-0777

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

INVITATION TO QUOTE FOR LAWN CARE SERVICES

New Jersey Public Broadcasting Authority

The New Jersey Public Broadcasting Authority (NJPBA) is inviting quotes from qualified bidders known to be experienced and regularly engaged in lawn care work for lawn care services include spring clean up, grass mowing, weed control application, and brush cutting for the following locations:

1. LAWRENCE 301 Grovers Mill Road, Lawrence Township, Mercer County.
2. WATERFORD 1647 Arrowhead Drive, Waterford Township, Camden County.
3. WARREN 7 Geiger Lane, Warren Township, Somerset County.
4. MONTCLAIR 42 Clover Road, Montclair (Little Falls), Passaic County, on Montclair State College campus.
5. BRASS CASTLE 1 Demeter Road, Washington NJ, Harmony Township, Warren County. No grass cutting. Vegetation clearing and weed control only.
6. HAMBURG MOUNTAIN Sand Pond Road, Hardyston Township, Sussex County. No grass cutting. Vegetation clearing and weed control only.

Quotes will be evaluated for each location separately and will be awarded to the successful contractor separately. Bidders can quote on any one or combination of sites.

Pre-quote site visits are required to tour the grounds and compound. Bidders must visit the site(s) prior to submitting their quote. Brass Castle and Hamburg Mountain sites do not require a site visit. Mandatory site visit schedule:

Lawrence – March 11, 1pm-2pm
Waterford- March 11, 9:30am-10:30am
Warren – March 12, 10am-11am
Montclair – March 12, 1pm-2pm

Please call or email Nichol Gee (contact info listed below) to advise if you will attend the site visit and tour. If the pre-quote site visit must be re-scheduled by the NJPBA, bidders will be notified of the rescheduled date.

The NJPBA will accept quotes until Friday, March 22, 2013 at 2 PM. Quotes may be submitted by email, fax, or regular mail to:

Nichol Gee, Office Manager
NJ Public Broadcasting
PO Box 777
Trenton NJ 08625-0777

Email: Nichol.Gee@treas.state.nj.us
Fax: 609-633-2920

Inquiries about the NJPBA lawn care service quote can be directed to Nichol Gee at 609-984-9449 or to the above listed email or fax contacts. Responses to inquiries will be available on the NJPBA website at <http://www.state.nj.us/treasury/njpba/publicinfo.shtml>.

Scope of Work

The contractor must furnish all labor, tools, supplies, and equipment required to perform the services described below. Contractor must be able to provide all services required at each site; grass mowing, grass trimming, weed control, and brush cutting. The Brass Castle and Hamburg Mountain sites are the exception where only vegetation clearing and weed control are needed.

A. Spring Clean Up: Spring clean up includes; first grass mowing of season, first weed control application of season, removal of accumulated debris from around fence lines, guy anchor cage enclosures, equipment located inside compound, and grass areas. Tree debris can be removed to woods.

B. Grass Mowing: Grass areas surrounding the gated compound and guy wire paths must be mowed bi-weekly during the mowing season (April-October) except during drought periods when the schedule may vary at the NJPBA's discretion. Grass areas along access roads should be mowed up to the brush/tree line on a monthly basis during the mowing season.

C. Trimming: All grass and weeds around compound perimeter fencing, inside compound, around entrance sign posts, and around guy wire anchor enclosures must be trimmed using hand held trimmers where appropriate monthly.

D. Weed Control: Weed control product must be applied to compound perimeter fencing, inside compound where needed, and inside guy wire anchor enclosures on a monthly basis.

E. Brush Cutting: All vines and vegetation between grass areas and tree line must be cut back two times per year, in late spring (May-June) and late summer (September-October). Note that all locations are situated in or near wooded areas.

F. Vegetation Clearing at Brass Castle and Hamburg Mountain: Vegetation must be cleared using hand held trimmers and weed control applied at base of transmitter tower two times per year, in late spring (May-June) and late summer (September-October). Hamburg Mountain requires a four wheel drive vehicle to reach the site.

G. MSDS Required: The Material Safety Data Sheet (MSDS) for weed control product being used must be supplied to the NJPBA before the first weed control application for each site. The NJPBA will be responsible for posting the MSDS.

Minimum Qualifications

The bidder must provide the name, address, and contact telephone number of at least two recent customers for which the bidder has provided lawn care services similar in size and scope to this scope of work. The NJPBA reserves the right to contact those customers to verify the information the bidder provides.

The bidder must provide the NJPBA with the following documents upon award:

- Certificate of Insurance
- NJ Business Registration certificate
- Ownership Disclosure form
- Affirmative Action form
- MacBride Principles form

The NJ Business Registration can be obtained by the NJPBA using information provided by the contractor. The Ownership Disclosure form, Affirmative Action form, and MacBride Principles form will be provided to the contractor for completion.

Quote Submission and Evaluation

Quotes must be submitted in the format attached. Pricing should be listed as per service per location.

Award will be made per location to qualified bidder based on lowest cost, based on grand total of all services per location. A purchase order will be issued upon receipt of required documents (NJ Bus. Regis., Ownership Disclosure, Affirmative Action, MacBride Principles forms) for services until June 30, 2013. If performance is satisfactory, another purchase order will be issued in the new fiscal year (July 2013) for the remainder of the mowing season.

NJPBA LAWN SERVICES QUOTE SHEET
2013

		LAWRENCE		WATERFORD		WARREN		MONTCLAIR		BRASS CASTLE		HAMBURG
Service Description	Frequency	Price per service		Price per service		Price per service		Price per service		Price per service		Price per service
Spring clean up	Once per season	\$		\$		\$		\$				
Grass mowing	Bi-weekly	\$		\$		\$		\$				
Trimming	Monthly	\$		\$		\$		\$				
Weed control application	Monthly	\$		\$		\$		\$				
Brush cutting	Twice per season	\$		\$		\$		\$				
Vegetation clearing & Weed control	Twice per season									\$		\$

Company

Signature

Date

Leave blank sites that you do not wish to quote on.